LEGISLATIVE

General Assembly of Maryland

Department of Legislative Services

OBJECTIVES

The General Assembly of Maryland is created by Article III of the State Constitution and is composed of two branches: the Senate and the House of Delegates. Its purpose is to: formulate and enact the public policy of the State by the passage of legislation; enact annual appropriation bills for the operating and capital budget; provide revenue for the State by passage of legislation; oversee the operation of the State and the needs for legislation by conducting inquiries and investigations; and meet annually on the second Wednesday of January for 90 days and in special session as required.

SUMMARY OF LEGISLATIVE BRANCH

2010 Actual	2011 Appropriation	2012 Allowance
747.00	747.00	747.00
57,163,921 1,528,198 12,988,083	59,672,957 1,427,750 14,757,795	62,103,253 1,394,450 14,033,062
76,402,622 4,812,779	75,608,502	
71,589,843 90,359	75,608,502 250,000	77,430,765 100,000
71,680,202	75,858,502	77,530,765
	747.00 57,163,921 1,528,198 12,988,083 76,402,622 4,812,779 71,589,843 90,359	Actual Appropriation 747.00 747.00 57,163,921 59,672,957 1,528,198 1,427,750 12,988,083 14,757,795 76,402,622 75,608,502 4,812,779 71,589,843 75,608,502 90,359 250,000

SUMMARY OF GENERAL ASSEMBLY OF MARYLAND

	2010 Actual	2011 Appropriation	2012 Allowance
Total Number of Authorized Positions	365.00	365.00	365.00
Salaries, Wages and Fringe Benefits	23,869,181 159,626	25,016,768	25,887,370
Operating Expenses	7,996,988	8,554,036	8,555,336
Total General Fund Appropriation	33,218,756 1,192,961	33,570,804	-
Net General Fund Expenditure	32,025,795	33,570,804	34,442,706

B75A01.01 SENATE

Program Description:

The Senate is composed of 47 Senators. The Senate initiates legislation, holds legislative hearings, confirms designated appointments of the Governor and tries impeachment cases. Funds are provided for the compensation of the President of the Senate, Senators and for staff, for reimbursement of expenses relating to the session and meetings in the interim and for each Senator's district office accounts.

Appropriation Statement:

Appropriation statement.	2010 Actual	2011 Appropriation	2012 Allowance
Number of Authorized Positions	125.00	125.00	125.00
01 Salaries, Wages and Fringe Benefits	8,404,847	9,055,700	9,391,877
02 Technical and Special Fees	46,403		
04 Travel	543,878 1,113,796 3,476 970,598 305 2,600	633,500 1,394,194 15,000 75,000 2,000	633,500 1,394,194 15,000 75,000 2,000
Total Operating Expenses	2,634,653	2,119,694	2,119,694
Total Expenditure	11,085,903	11,175,394	11,511,571
Total General Fund Appropriation	11,202,823 116,920	11,175,394	
Net General Fund Expenditure	11,085,903	11,175,394	11,511,571

B75A01.02 HOUSE OF DELEGATES

Program Description:

The House of Delegates is composed of 141 Delegates. The House initiates legislation, holds legislative hearings, conducts inquiries into complaints, grievances and offenses as the Grand Inquest of the State and has sole power of impeachment. Funds are provided for the compensation of the Speaker of the House of Delegates, Delegates and for staff, for reimbursement of expenses relating to the session and meetings in the interim and for each Delegate's district office accounts.

	2010 Actual	2011 Appropriation	2012 Allowance
Number of Authorized Positions	239.00	239.00	239.00
01 Salaries, Wages and Fringe Benefits	15,436,551	15,913,778	16,447,636
02 Technical and Special Fees	113,223		
04 Travel 08 Contractual Services. 09 Supplies and Materials 10 Equipment—Replacement 13 Fixed Charges. 14 Land and Structures.	1,852,988 2,572,165 951 602,298 64 5,285	2,100,500 3,134,742 30,000 200,000 2,000	2,100,500 3,134,742 30,000 200,000 2,000
Total Operating Expenses	5,033,751	5,467,242	5,467,242
Total Expenditure	20,583,525	21,381,020	21,914,878
Total General Fund Appropriation	20,999,206 415,681	21,381,020	
Net General Fund Expenditure	20,583,525	21,381,020	21,914,878

B75A01.03 GENERAL LEGISLATIVE EXPENSES

Program Description:

Certain services for the General Assembly are administered on a joint basis including supplies, equipment and furniture, maintenance and out-of-state travel.

Appropriation Statement.	2010 Actual	2011 Appropriation	2012 Allowance
Number of Authorized Positions	1.00	1.00	1.00
01 Salaries, Wages and Fringe Benefits	27,783	47,290	47,857
04 Travel	31,835 68,577 4,382 22,668 193,027 8,095	336,000 344,000 2,000 20,000 200,100 65,000	336,000 344,000 2,000 20,000 201,400 65,000
Total Operating Expenses	328,584	967,100	968,400
Total Expenditure	356,367	1,014,390	1,016,257
Total General Fund Appropriation	1,016,727 660,360	1,014,390	
Net General Fund Expenditure	356,367	1,014,390	1,016,257

OBJECTIVES

The Department of Legislative Services is the Maryland General Assembly's non-partisan staff. The operations of the department are subject to the policy and directions of the President of the Senate and the Speaker of the House of Delegates, and the Legislative Policy Committee. The department has four offices: Office of the Executive Director, Office of Legislative Audits, Office of Legislative Information Systems, and Office of Policy Analysis. Primary duties of the Department are to provide: (1) budget and fiscal analysis; (2) legislative drafting, statutory revision, and legal research; (3) fiscal-compliance/opinion audits of state agencies; (4) legislative research and library and public information services; (5) legislative information systems maintenance, development, and support; and (6) administrative support services for the operation of the legislature.

SUMMARY OF DEPARTMENT OF LEGISLATIVE SERVICES

	2010	2011	2012
	Actual	Appropriation	Allowance
Total Number of Authorized Positions	382.00	382.00	382.00
Salaries, Wages and Fringe Benefits	33,294,740	34,656,189	36,215,883
	1,368,572	1,427,750	1,394,450
	4,991,095	6,203,759	5,477,726
Total General Fund Appropriation Less: General Fund Reversion/Reduction	43,183,866 3,619,818	42,037,698	
Net General Fund ExpenditureSpecial Fund Expenditure	39,564,048	42,037,698	42,988,059
	90,359	250,000	100,000
Total Expenditure	39,654,407	42,287,698	43,088,059

B75A01.04 OFFICE OF THE EXECUTIVE DIRECTOR

Program Description:

Appropriation Statement:

Special Fund Income:

B75301 Transfer from the State Employee and Retiree

swf323 Fair Campaign Finance Fund.....

Health and Welfare Benefit Program.....

Total

The primary duties of the Office of the Executive Director are to:

- 1. Oversee the activities of the Department to ensure that its functions are performed correctly, efficiently, and timely, in a non-partisan manner.
- 2. Manage all financial activities of the Department and the General Assembly, consistent with the State budget and the policies of the President and the Speaker, the Management Subcommittee, and the Legislative Policy Committee.
- 3. Manage all personnel functions for the Department, and those personnel functions of the General Assembly as assigned by the President and the Speaker.
- 4. Manage all document preparation, printing, and publication for the Department.
- 5. Supervise all other support services, where appropriate, to the General Assembly relating to telecommunications, distribution, copying, supplies, housekeeping, and maintenance.

		2010 Actual	2011 Appropriation	2012 Allowance
Numb	er of Authorized Positions	93.00	93.00	93.00
01 Salari	es, Wages and Fringe Benefits	7,061,226	7,112,103	7,402,258
02 Techn	ical and Special Fees	976,404	1,026,750	999,450
04 Travel 06 Fuel a 07 Motor 08 Contra 09 Suppli 10 Equip 13 Fixed	nunication Ind Utilities Vehicle Operation and Maintenance actual Services ics and Materials ment—Replacement Charges and Structures	411,316 27,538 2,996 20 873,916 445,934 68,351 102,719 50,314	467,750 55,681 6,000 500 1,593,414 669,888 7,500 119,864 19,000	435,750 55,300 6,000 500 1,099,599 665,650 5,000 107,685
T	otal Operating Expenses	1,983,104	2,939,597	2,375,484
	Total Expenditure	10,020,734	11,078,450	10,777,192
Total Less:	General Fund AppropriationGeneral Fund Reversion/Reduction	11,183,155 1,252,780	10,828,450	
	Net General Fund ExpenditureSpecial Fund Expenditure	9,930,375 90,359	10,828,450 250,000	10,677,192 100,000
	Total Expenditure	10,020,734	11,078,450	10,777,192

100,000

150,000

250,000

100,000

100,000

90,359

90,359

B75A01.05 OFFICE OF LEGISLATIVE AUDITS

Program Description:

The primary duties of the Office of Legislative Audits are to:

- Conduct fiscal/compliance audits of all agencies of the Executive and Judicial Branches of state government at least once every three
 years.
- 2. Conduct financial statement audits, performance audits, and special reviews of selected agencies as requested or as required by law.
- 3. Conduct financial management audits of local school systems.
- 4. Review the audit reports of local government units in the State.

	2010 Actual	2011 Appropriation	2012 Allowance
Number of Authorized Positions	115.00	115.00	115.00
01 Salaries, Wages and Fringe Benefits	10,533,083	11,033,199	11,553,492
02 Technical and Special Fees	37,971	17,300	17,300
03 Communication 04 Travel 07 Motor Vehicle Operation and Maintenance 08 Contractual Services 09 Supplies and Materials 10 Equipment—Replacement 11 Equipment—Additional 13 Fixed Charges	8,849 192,401 30,827 159,508 54,285 92,444 283 18,673	9,900 153,000 44,532 194,400 63,500 71,500	9,900 193,000 44,616 193,400 70,029 19,126
Total Operating Expenses	557,270	555,232	548,471
Total Expenditure	11,128,324	11,605,731	12,119,263
Total General Fund Appropriation	11,929,399 801,075	11,605,731	
Net General Fund Expenditure	11,128,324	11,605,731	12,119,263

B75A01.06 OFFICE OF LEGISLATIVE INFORMATION SYSTEMS

Program Description:

The primary duties of the Office of Legislative Information Systems are to:

- 1. Develop, coordinate, support, and maintain the computers services, data processing, and information systems for the Department and the General Assembly.
- 2. Provide training related to information systems for employees of the Department and the General Assembly.
- 3. Plan for the future information systems needs of the Department and the General Assembly.

	2010 Actual	2011 Appropriation	2012 Allowance
Number of Authorized Positions	30.00	30.00	30.00
01 Salaries, Wages and Fringe Benefits	2,877,738	2,911,096	3,042,536
02 Technical and Special Fees	118,084	86,800	107,900
03 Communication 04 Travel 08 Contractual Services 09 Supplies and Materials 10 Equipment—Replacement 13 Fixed Charges	141,012 6,281 534,655 153,030 676,150 2,086	177,500 30,000 861,430 109,500 706,000	167,500 31,000 721,671 162,800 594,800 2,200
Total Operating Expenses	1,513,214	1,884,430	1,679,971
Total Expenditure	4,509,036	4,882,326	4,830,407
Total General Fund Appropriation	4,995,422 486,386	4,882,326	
Net General Fund Expenditure	4,509,036	4,882,326	4,830,407

B75A01.07 OFFICE OF POLICY ANALYSIS

Program Description:

The primary duties of the Office of Policy Analysis are to:

- 1. Analyze and make recommendations on fiscal matters that relate to the State budget and on policy issues.
- 2. Analyze and prepare legislation for members of the General Assembly.
- 3. Analyze proposed and emergency regulations of Executive Branch agencies.
- 4. Prepare recommendations for the revision of the statutory law for the General Assembly.
- 5. Provide professional staffing services for any committee or subcommittee of General Assembly.
- 6. Provide library and information services to the General Assembly and the public.
- 7. Index and preserve information relating to the preparation of legislation, regulatory review, and statutory revision.

Appropriation Statement:	2010 Actual	2011 Appropriation	2012 Allowance
Number of Authorized Positions	144.00	144.00	144.00
01 Salaries, Wages and Fringe Benefits	12,822,693	13,599,791	14,217,597
02 Technical and Special Fees	236,113	296,900	269,800
04 Travel 08 Contractual Services 09 Supplies and Materials 10 Equipment—Replacement 11 Equipment—Additional 13 Fixed Charges	80,000 372,646 365,347 3,700	80,000 293,100 351,200 4,000 1,000 95,200	80,000 366,600 324,000 3,000
Total Operating Expenses	937,507	824,500	873,800
Total Expenditure	13,996,313	14,721,191	15,361,197
Total General Fund Appropriation Less: General Fund Reversion/Reduction	15,075,890 1,079,577	14,721,191	
Net General Fund Expenditure	13,996,313	14,721,191	15,361,197

	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY2012	
Classification Title	Positions	Expenditure	Positions	Appropriation	Positions	Allowance	Symbol
b75a01 General Assembly of Mary b75a0101 Senate	land						
	.00	0	00	54 500	00	54 500	
president of the senate senators	.00	0		56,500 2,001,000		56,500 2,001,000	
office of the president	.00	0		722,775		722,775	
desk officers	.00	0		233,225		233,225	
office of the secy of senate	.00	0		87,260		87,260	
office of the majority leader	.00	0		66,711		66,711	
office of the minority leader	.00	0		118,081		118,081	
budget and taxation committee	.00	0		116,974		116,974	
education, health, and environm	.00	0	.00	90,939		90,939	
finance committee	.00	0	.00	113,801		113,801	
judicial proceedings committee	.00	0	.00	83,050		83,050	
regular senate staff	.00	0	.00	2,161,033		2,161,033	
session support personnel	.00	0	125.00	554,610	125.00	554,610	
TOTAL b75a0101*	125.00	5,835,340	125.00	6,405,959	125.00	6,405,959	
b75a0102 House of Delegates							
speaker	.00	0	.00	56,500	.00	56,500	
delegates	.00	0		6,090,000		6,090,000	
office of the speaker	.00	0		783,002		783,002	
desk officers	.00	0		287,373		287,373	
office of the chief clerk	.00	0		22,890		22,890	
office of the speaker pro tem	.00	0	.00	66,711		66,711	
office of the majority leader	.00	0	.00	66,711	.00	66,711	
office of the minority leader	.00	0	.00	118,081	.00	118,081	
appropriations committee	.00	0	.00	118,095	.00	118,095	
health and government operation	.00	0	.00	110,465	.00	110,465	
economic matters committee	.00	0	.00	110,465	.00	110,465	
environmental matters committee	.00	0	.00	110,465	.00	110,465	
judiciary committee	.00	0	.00	110,465	.00	110,465	
ways and means committee	.00	0	.00	110,465		110,465	
delegation staff	.00	0	.00	339,476		339,476	
regular house staff	.00	0	.00	2,235,140		2,235,140	
session support personnel	.00	0	239.00	423,563	239.00	423,563	
TOTAL b75a0102*	239.00	10,916,118	239.00	11,159,867	239.00	11,159,867	
b75a0103 General Legislative Expe	nses						
legislative security	1.00	1,919	1.00	19,987	1.00	19,987	
TOTAL b75a0103*	1.00	1,919	1.00	19,987	1.00	19,987	

	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY2012	
Classification Title	Positions	Expenditure	Positions	Appropriation	Positions	Allowance	Symbol
175-010/ Office of the Furnition	- Dima-tan						
b75a0104 Office of the Executive		0	1.00	140 717	1.00	162,713	
executive director	.00	0		162,713		•	
senior manager	.00	0		256,952		256,952	
senior administrator ii	.00	0		76,007		76,007	
principal policy analyst i	.00	0		97,578		97,578	
legislative specialist ii	.00	0		69,297		69,297	
legislative assistant ii	.00	0		81,944		81,944	
senior manager	.00	0		113,679		113,679	
legislative supervisor	.00	0		59,620		59,620	
senior administrator ii	.00	0		82,500		82,500	
legislative administrator	.00	0		67,370		67,370	
legislative specialist ii	.00	0		58,264		58,264	
legislative specialist i	.00	0		115,539		115,539	
legislative associate i	.00	0		48,480		48,480	
legislative assistant ii	.00	0		160,300		160,300	
senior manager	.00	0		108,241		108,241	
legislative manager i	.00	0		376,214		376,214	
legislative supervisor	.00	0		113,655		113,655	
legislative administrator	.00	0	2.00	131,587	2.00	131,587	
legislative associate ii	.00	0	2.00	106,294		106,294	
legislative associate i	.00	0	3.00	131,455	3.00	131,455	
legislative assistant ii	.00	0	3.00	117,692	3.00	117,692	
legislative assistant i	.00	0	2.00	68,647	2.00	68,647	
legislative aide	.00	0	3.00	88,762	3.00	88,762	
senior manager	.00	0	1.00	106,799	1.00	106,799	
legislative administrator	.00	0	1.00	60,000	1.00	60,000	
is senior analyst/engineer i	.00	0	1.00	81,000	1.00	81,000	
senior manager	.00	0	2.00	219,398	2.00	219,398	
legislative manager ii	.00	0	1.00	88,000	1.00	88,000	
legislative supervisor	.00	0	3.00	179,500	3.00	179,500	
legislative associate ii	.00	0	1.00	54,000	1.00	54,000	
legislative associate i	.00	0	1.00	46,936	1.00	46,936	
legislative assistant ii	.00	0	4.00	152,809	4.00	152,809	
legislative assistant i	.00	0	12.00	387,654	12.00	387,654	
legislative manager ii	.00	0	1.00	91,000	1.00	91,000	
legislative supervisor	.00	0	3.00	199,256	3.00	199,256	
legislative associate ii	.00	0	3.00	154,187	3.00	154,187	
legislative associate i	.00	0	7.00	322,440		322,440	
legislative assistant ii	.00	0	4.00	157,165	4.00	157,165	
legislative assistant i	.00	0	1.00	30,000		30,000	
legislative supervisor	.00	0	1.00	68,800		68,800	
legislative associate i	.00	0	1.00	47,250		47,250	
legislative assistant ii	.00	0	1.00	40,707		40,707	
legislative assistant i	.00	0		35,175		35,175	
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TOTAL b75a0104*	93.00	4,775,454	93.00	5,214,866	93.00	5,214,866	

	FY 2010	FY 2010	FY 2011	FY 2011	FY 2012	FY2012	
Classification Title	Positions	Expenditure	Positions	Appropriation	Positions	Allowance	Symbol
		·					
b75a0105 Office of Legislative Au	dits						
office director	.00	0	1.00	155,383	1.00	155,383	
deputy office director	.00	0	1.00	141,200	1.00	141,200	
senior manager	.00	0	6.00	738,370	6.00	738,370	
legislative manager ii	.00	0	14.00	1,481,600	14.00	1,481,600	
senior auditor iii	.00	0	17.00	1,560,600	17.00	1,560,600	
senior auditor ii	.00	0	8.00	610,400	8.00	610,400	
senior auditor i	.00	0	18.00	1,187,200	18.00	1,187,200	
staff auditor ii	.00	0	18.00	1,038,700	18.00	1,038,700	
staff auditor i	.00	0	24.00	1,176,000	24.00	1,176,000	
legislative administrator	.00	0	1.00	40,000	1.00	40,000	
is principal analst/engineer ii	.00	0	1.00	93,500	1.00	93,500	
is senior analyst/engineer ii	.00	0	1.00	79,000	1.00	79,000	
legislative specialist i	.00	0	1.00	61,200	1.00	61,200	
legislative associate ii	.00	0	1.00	53,500	1.00	53,500	
legislative assistant ii	.00	0	1.00	44,900	1.00	44,900	
legislative assistant i	.00	0	2.00	70,300	2.00	70,300	
TOTAL b75a0105*	115.00	7,723,536	115.00	8,531,853	115.00	8,531,853	
b75a0106 Office of Legislative Ir						450.075	
office director	.00	0		152,975		152,975	
deputy office director	.00	0		140,873		140,873	
senior manager	.00	0		373,702		373,702	
legislative manager i	.00	0		82,467		82,467	
is principal analyst/eng'r ii	.00	0		206,400		206,400	
is senior analyst/engineer iii	.00	0		273,008		273,008	
is senior analyst/engineer ii	.00	0		154,673		154,673	
is analyst/engineer i	.00	0		51,000		51,000	
is technical analyst/eng'r iii	.00	0		139,547		139,547	
is technical analyst/eng'r ii	.00	0		418,974		418,974	
is technical analyst/eng'r i	.00	0		266,047		266,047	
legislative assistant ii	.00	0	1.00	38,533	1.00	38,533	
TOTAL b75a0106*	30.00	2,134,014	30.00	2,298,199	30.00	2,298,199	
b75a0107 Office of Policy Analysi	s						
office director	.00	0	1.00	160,923	1.00	160,923	
legislative specialist ii	.00	0	1.00	71,349	1.00	71,349	
deputy office director	.00	0	2.00	280,697		280,697	
senior manager	.00	0		638,369		638,369	
legislative manager ii	.00	0		510,743		510,743	
principal policy analyst ii	.00	0		1,748,856		1,748,856	
principal policy analyst i	.00	0		739,935		739,935	
senior policy analyst ii	.00	0		1,043,579		1,043,579	
senior policy analyst i	.00	0		1,138,936		1,138,936	
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PERSONNEL DETAIL

Legislative

Classification Title	FY 2010 Positions	FY 2010 Expenditure	FY 2011 Positions	FY 2011 Appropriation	FY 2012 Positions	FY2012 Allowance	Symbol
b75a0107 Office of Policy Analy	⁄sīs						
policy analyst ii	.00	0	17.00	1,039,894	17.00	1,039,894	
policy analyst i	.00	0	16.00	835,040	16.00	835,040	
legislative specialist ii	.00	0	4.00	248,288	4.00	248,288	
legislative specialist i	.00	0	4.00	219,845	4.00	219,845	
legislative associate ii	.00	0	2.00	102,353	2.00	102,353	
legislative associate i	.00	0	4.00	178,903	4.00	178,903	
legislative assistant ii	.00	0	2.00	75,997	2.00	75,997	
legislative assistant i	.00	0	5.00	169,360	5.00	169,360	
senior manager	.00	0	1.00	104,398	1.00	104,398	
legislative manager ii	.00	0	1.00	107,542	1.00	107,542	
legislative manager i	.00	0	1.00	74,251	1.00	74,251	
legislative supervisor	.00	0	1.00	42,572		42,572	
senior librarian ii	.00	0	2.00	183,506		183,506	
senior librarian i	.00	0	1.00	68,312	1.00	68,312	
legislative librarian i	.00	0	5.00	255,052	5.00	255,052	
legislative specialist i	.00	0	2.00	115,806	2.00	115,806	
legislative associate ii	.00	0	1.00	52,867	1.00	52,867	
legislative associate i	.00	0	2.00	92,619	2.00	92,619	
legislative assistant ii	.00	0	2.00	79,073	2.00	79,073	
legislative assistant i	.00	0	2.00	63,374	2.00	63,374	
legislative aide	.00	0	1.00	29,921	1.00	29,921	
TOTAL b75a0107*	144.00	9,501,520	144.00	10,472,360	144.00	10,472,360	
TOTAL b75a01 **	747.00	40,887,901	747.00	44,103,091	747.00	44,103,091	